



TOWN OF BERWYN HEIGHTS

Code Compliance Department

5700 Berwyn Road
Berwyn Heights, MD 20740
(301) 513.9331 FAX: (301) 474-5002

March 23, 2020

To the Property Owners and Residents of Berwyn Heights,

Due to growing concern regarding the Coronavirus (COVID-19), The Berwyn Heights Code Compliance Department is implementing the following changes to our daily operations in an effort to maintain safety and wellness in our community.

Rental Properties

Rental Inspections

All rental housing inspections have been suspended, effective through May 15, 2020. All who have properties due for inspection during this window of suspension will be notified upon resumption of rental inspections and provided with availability to schedule.

Rental Applications

Due dates for all Berwyn Heights Rental Housing License Applications with applicable license fees will remain the same. Renewal application and payment for rental license is due by the 11th of the month in which the current license expires. For example, if your license expires April 30th, your Rental Housing License Application and fee are due on April 11th.

Our office will accept applications only electronically to zbell@berwynheightsmd.gov or through U.S. mail; and payments only in the form of check via U.S. mail. Online payment or payment by phone is not available and no walk-in submissions of applications or payments will be accepted at Town Hall at this time. Please plan accordingly to submit application and payments so that they are received by the due date to avoid late fees and fines.

If you are unsure of when your property is due for inspection, license renewal application, or to obtain general status information regarding your rental property, please contact Code Compliance Officer Zelda Bell via email at zbell@berwynheightsmd.gov

Please note that no adjustments will be made to any license period as a result of these procedural changes.

Permitting

Code Compliance will continue to accept applications and issue permits for Building, POD, Roll-Off, and Right of Way. All permit applications are available to access on our section of the Town website and upon

completion must be submitted electronically to zbell@berwynheightsmd.gov or through U.S. mail to the Town Office. Permit applications will not be processed until payment is received. Once payment is received and the application processed, permits will be issued and sent hard copy in the mail and a digital copy to an email address if provided. **Permits will not be available to pick up in hand at the Town Office.**

Payments

All payments to include rental license fees, rental fines, clean lot fines, business license fees/ fines, state business personal property tax payments, etc. must be submitted via U.S. mail to our office at 5700 Berwyn Road Berwyn Heights, MD 20740. Online payment, payment by phone, or drop-off payments to the Town Office will not be accepted.

For your health and safety : We encourage all residents to refrain from visiting Town Hall and the Code Compliance Office as much as possible to limit in-person contact with Town Staff and each other. If you have inquiries or concerns please reach our office by telephone. Town (301.474.5000), Code Compliance (301.513.9331). Alternatively, you may also contact Code Compliance via email at:

code@berwynheightsmd.gov, Department generic email
zbell@berwynheightsmd.gov, Zelda Bell, Code Compliance Officer I
tdemby@berwynheightsmd.gov, Tami Demby, Code Compliance Officer II
hgoodwin@berwynheightsmd.gov, Hollyce Goodwin, Code Director

Thank you for your understanding and cooperation as we strive to protect the health and public safety of Berwyn Heights and continue to serve you.



Hollyce Goodwin, Director
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